

Locate the CLW App.

The **CLW** app is accessed from an icon on the **Desktop**.

The icon typically looks like one of the following:

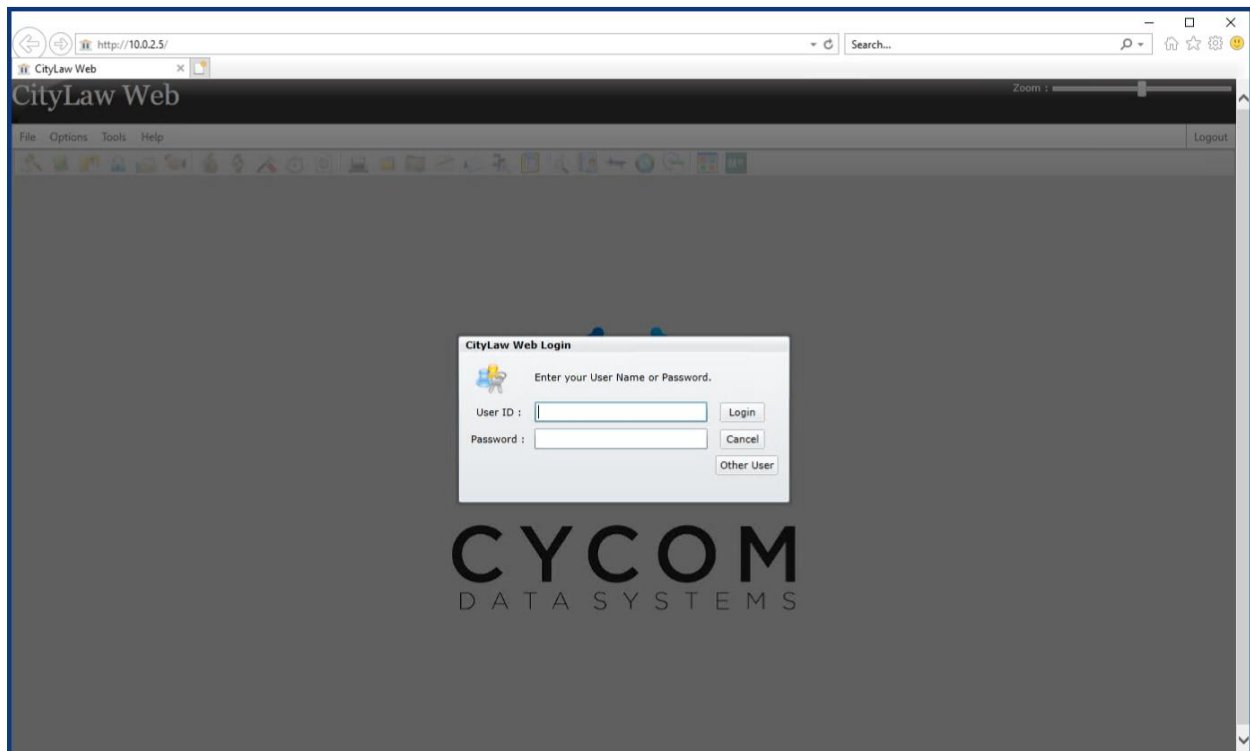


The icon name may be **CityLaw** (or **CountyLaw**) or **CityLaw Web** (or **CountyLaw Web**).

If you cannot find the icon, contact your **System Administrator**.

Log on CLW

Double-click the **CLW** icon to open the app. If your site requires password verification to log in, you will see a prompt requesting a **User ID** and **Password** like the one shown below.



Enter your **User ID** and **Password** and press **Login**.

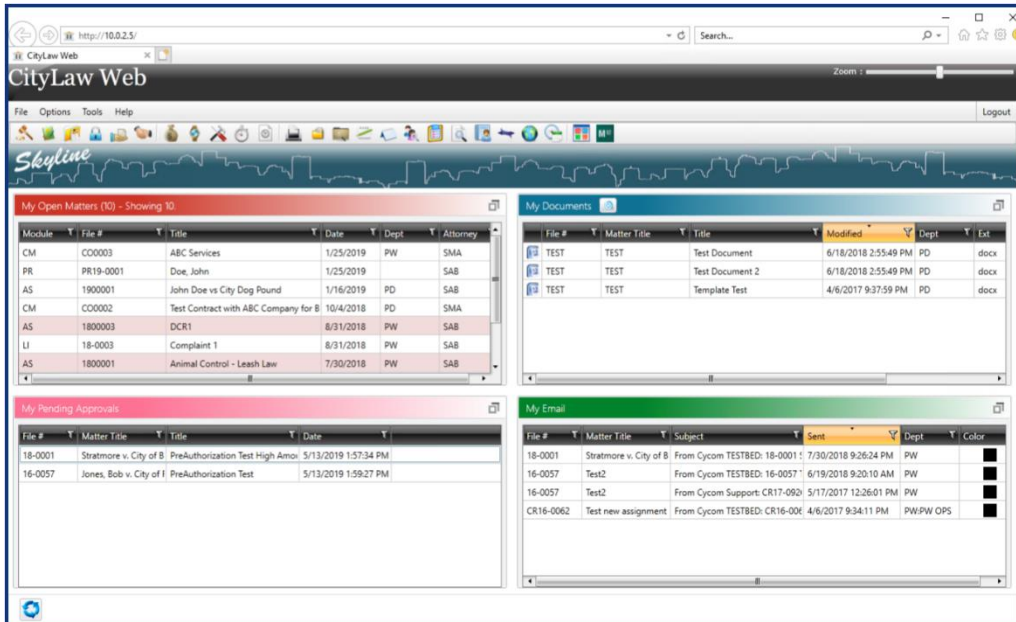
If you do not know your **User ID** and/or **Password**, contact your **System Administrator**.

If your site does not require password verification, **CLW** should open to your default view.

If your site does not require password verification, but you are prompted to enter one, contact your **System Administrator**.

Success!

If your default **Initial View** is set to **Skyline**, you should see the **Skyline** header and grid with 1 to 4 tables.



The screenshot displays the CityLaw Web interface with the following data tables:

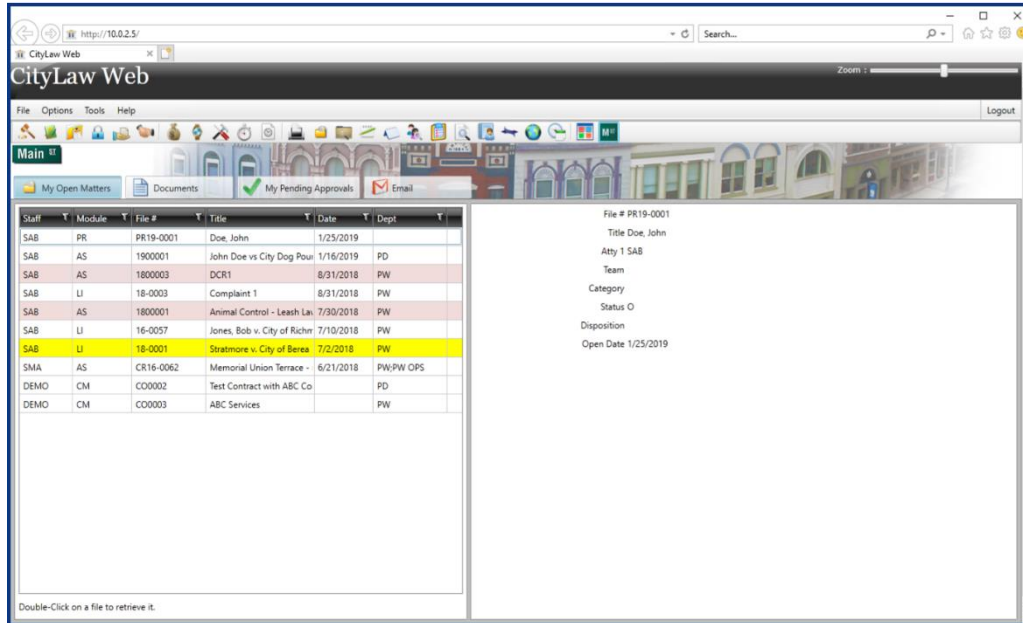
Module	File #	Title	Date	Dept	Attorney
CM	CO0003	ABC Services	1/25/2019	PW	SMA
PR	PR19-0001	Doe, John	1/25/2019	SAB	SAB
AS	1900001	John Doe vs City Dog Pound	1/16/2019	PD	SAB
CM	CO0002	Test Contract with ABC Company for B	10/4/2018	PD	SMA
AS	1800003	DCR1	8/31/2018	PW	SAB
LI	18-0003	Complaint 1	8/31/2018	PW	SAB
AS	1800001	Animal Control - Leash Law	7/30/2018	PW	SAB

File #	Matter Title	Title	Modified	Dept	Ext
TEST	TEST	Test Document	6/18/2018 2:55:49 PM	PD	docx
TEST	TEST	Test Document 2	6/18/2018 2:55:49 PM	PD	docx
TEST	TEST	Template Test	4/6/2017 9:37:59 PM	PD	docx

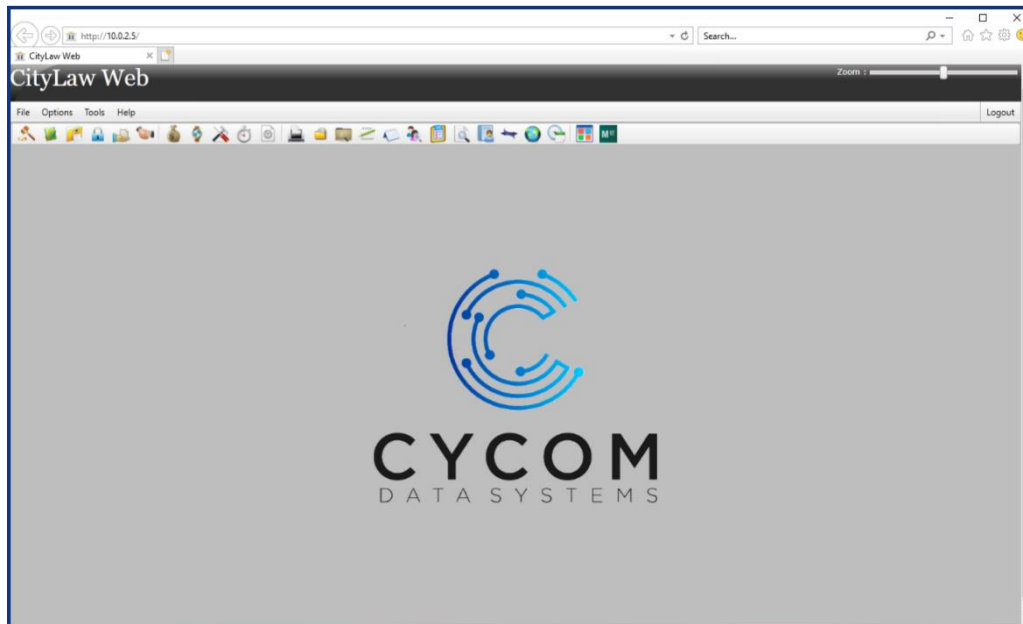
File #	Matter Title	Title	Date
18-0001	Stratmore v. City of B	PreAuthorization Test High Amoi	5/13/2019 1:57:34 PM
16-0057	Jones, Bob v. City of I	PreAuthorization Test	5/13/2019 1:59:27 PM

File #	Matter Title	Subject	Sent	Dept	Color
18-0001	Stratmore v. City of B	From Cycom TESTBED: 18-0001	7/30/2018 9:26:24 PM	PW	■
16-0057	Test2	From Cycom TESTBED: 16-0057	6/19/2018 9:20:10 AM	PW	■
16-0057	Test2	From Cycom Support: CR17-090	5/17/2017 12:26:01 PM	PW	■
CR16-0062	Test new assignment	From Cycom TESTBED: CR16-006	4/6/2017 9:34:11 PM	PW/PW OPS	■

If your default **Initial View** is set to **Main Street**, you should see the **Main Street** header with 1 to 4 tabs and a preview (or detail) pane.



If your default **Initial View** is set to **None**, you should see the **Cycom** or **CLW** logo.



If you see a view that is different from those shown above, such as the one shown below, contact your **System Administrator**.

